



*Embassy Of The United States Of America*  
Accra, Ghana

October 29, 2009

To: Prospective Quoters

Subject: Request for Quotations number S-GH100-10-Q-0001

Enclosed is a Request for Quotations (RFQ) for Gardening Services for the Chief of Mission and Deputy Chief of Mission residences. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

There will be a pre-bid visit at the Deputy Chief of Mission residence on Wednesday, November 4, 2009 at 1330. If you wish to attend please provide your contact information to Linda Amoah at email: [AmoahLS@state.gov](mailto:AmoahLS@state.gov).

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Quotations are due by November 12, 2009 at 1600.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark M. Atkisson".

Mark M. Atkisson  
Contracting Officer

Enclosure  
As Stated.